

**Just
-in-
Time**

Troops

Understanding Finances

Money Matters

Managing finances is a very important aspect of leading a troop—this is especially important during the Girl Scout Cookie Program. It takes money and resources to make your Girl Scout activities possible. This document will review several aspects of money management during the Girl Scout Cookie Program. GSDH imports troop bank information each year, into the Cookie Management system (eBudde), from the most recent [Bank Account Confirmation/ACH Authorization Form](#) on file with council.

NOTES:

- Please review all financial standards in the Volunteer Manual—page 19-20.
- Transfer cookies to each girl regularly to keep good records of their rewards and money due.
- Track all exchanges of funds/cookies with a receipt to eliminate questions on cash/check/cookie management.
- Credit card sales are highly encouraged and can be completed using Digital Cookie.
- GSDH will initiate an electronic transfer (ACH) from the troops bank to pay for funds due to council. Dates of these transfers are included in cookie calendars, manuals and other sales materials.
- Make sure adequate funds are available for each ACH. Troops will receive reminder emails.

VERIFY Troop Bank Info:

1. Click on “**Settings**” Tab .
2. Review info under “**Bank Info**”.

Important Dates:

Initial ACH: March 7
Program Ends: March 24
OBF Deadline: April 4
Final ACH: April 18

Collect & deposit all funds due from families one week prior to each ACH date.

1

Settings Girls Init. Order Delivery Girl Orders Transactions Cookie E

Troop Settings

Edit

Troop Info

Number
12345

Girls Reg'd: 9 Girls Selling 9

Troop Goal (pkgs): 3075 Level Junior

☐ Outreach Troop ☒ Active Seller

Global ID
B-01090326

Participation
2020-21, 2021-22, 2022-23, 2023-24

Generic Proceeds

☐ IRG (-0.65)

☒ Spring Renewal 24 (0.02)

DOC Status

☒ DOC Troop?

Parent IO Deadline: 01/11/2024 Time: 11:59pm

DOC Sync Status
Synced

Previous Data Points

Initial Order Pkgs	2520
Addl Order Pkgs	996
Girls Selling	10
Girls Registered	11
Pkg Goal	3486
Charity Pkgs HOH	76

Bank Info

Bank Name
First Scout Bank of America

Bank Routing Number
XXXXX12345

Bank Account Number
XXXXXX12345

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KEEP TRACK of girls payments:

eBudde makes it easy to keep track of the amount owed to the troop from each girl.

1. Click on the **"Girl Orders"** tab and choose girl's name you wish to view.
2. Click on the **"Pay"** button.
3. Enter the amount paid to the troop. Add a comment! This will help remember details of the payment.
4. Click the blue **"Save"** button on the right.

The screenshots illustrate the process of making a payment to a girl in the eBudde system. The first screenshot shows the 'Girl Orders' tab selected in the top navigation bar, with a red circle '1' highlighting the 'Girl Orders' link. The second screenshot shows the 'Girl Orders Summary' for Antonella C., with a red circle '1' highlighting the girl's name in the list. The third screenshot shows the 'Pay' button highlighted with a red circle '2'. The fourth screenshot shows the 'Financials' section with a red circle '3' highlighting the 'Overall Total Due' field, and a red circle '4' highlighting the 'Save' button.

Where do the Digital Cookie sales and payments show up?

Digital Cookie orders will appear in several areas: **"Girl Orders"** Tab under the girl that sold them (and the Troop Link sales), the **"Transactions"** Tab for the troops totals, **"Deposits"** tab for funds, and the **"Sales Report"** Tab.

Where do the Booth sales and payments show up?

Funds from cookies booths will show up in the **"Girl Orders"** Tab under the girls that participated in the booth. For a 'how to' enter booth sales, see the Just In Time: Booth Recorder located on our website under Cookie Resources.

NOTES:

Digital Cookie and Booth sales funds are credited to the girls/troop automatically in eBudde.

Please deposit all other funds collected from girls frequently - This is the best process to avoid NSF checks from customers.

How much will be deducted on the first ACH?

You can calculate this by multiplying the number of boxes in the troop's Initial Order by \$1.50, MINUS any Digital Cookie payments already received by council.

- Find the Initial Order pkgs on the **"Init. Order"** Tab.
- The amount owed to council can be seen on the **"Sales Report"** Tab under **"Overall"**.
- If the amount listed is a negative number, your troop does not have an Initial Order ACH due to council.

Example:

Number of pkgs Initial Order	400
	x \$1.50 (25%)
	\$600.00
Digital Cookie Payments	-\$320.00
ACH Amount	\$280.00